

CITY PROPOSAL #16- HOUSEKEEPING

Proposed Language

10.3 Working in a Higher Classification

10.3.3 Employees specifically assigned in writing to duties of a higher classification as specified above shall be compensated at the rate in the salary range of the higher class, which is at least two (2) salary rates (steps) higher in the salary range schedule, approximately equal to five percent (5%) higher than the rate received by the employee in the employee's present class. The employee shall not receive the rate of compensation, however, unless the assignment is for a minimum of three (3) consecutive months.

10.5 Premium Pay *

10.5.5 Incentives are payable effective the first pay period following the employee's submission to the department payroll of written proof of license from the appropriate Board of Registration.

* Only for Unit 41 and 42

ARTICLE 17 DISCIPLINARY ACTION

17.1 The City of San Jose discipline policy is described in City Policy Manual, Section 2.1.3. When the need for disciplinary action arises, disciplinary action will be taken commensurate with the seriousness of the offense. The levels of discipline include informal actions, which are oral counseling, documented oral counseling and written reprimand. Formal disciplinary actions are suspension, salary step-reduction, demotion and dismissal.

17.2 Step Salary Reduction: In addition to formal disciplinary actions of suspension, demotion, and dismissal contained in the San Jose Municipal Code, the appointing authority may reduce an employee's salary. The salary may be reduced to no lower than the bottom of the salary range, and the amount and length of time of the salary reduction will be specified in the Notice of Intended Discipline. The salary may be reduced either for a specified period of time or until the condition which caused the salary reduction has been corrected. The employee may appeal this action, including the amount and the length of time, to the Civil Service Commission according to the same rules as apply to other formal disciplinary appeals.